



Social and Gender Assessment Reporting Analyst

A. Introduction

The Millennium Challenge Corporation (MCC) is a United States government-owned corporation responsible for the stewardship of the Millennium Challenge Account (MCA). MCC works with developing countries to promote sustainable economic growth to reduce poverty. MCC provides oversight and technical support to countries during Compact Development and during Compact Implementation. During the Compact Development phase (Due Diligence), MCC conducts social, gender and environmental assessments, as well as cost-benefit analysis to assess the proposed projects' likely economic impact and cost-effectiveness and estimate the share of the population who may benefit from the program. After a Compact is signed, the Department of Compact Implementation, is responsible for providing financial oversight, technical backstopping and for monitoring progress through key indicators. MCC's focus on results requires the close monitoring and measuring of economic impact in terms of household income and poverty reduction.

B. Scope of Work

The Social and Gender Assessment (SGA) unit is part of the Technical Services Division of MCC's Department of Compact Operations and works with country counterparts and other MCC staff to analyze social context and proactively identify opportunities for social inclusion, especially in the context of social inequalities (like gender) that are constraints to poverty reduction through growth. The SGA team is responsible for ensuring that gender integration is accomplished throughout compact development and implementation phases and that gender milestones are met.

The SGA team is seeking an entry-level analyst on a consultancy basis to support the team in its country technical support and compact-related work, including but not limited to, knowledge management, research, report writing, outreach and communication efforts, and other tasks to improve capacity among our country counterparts.

C. Tasks

The duties of the analyst will include (but are not limited to) the following:

- Assist SGA team with reporting of results and success stories using the Indicator Tracking Tables of each country and other country reports.
- Assist SGA team with project development and/or implementation oversight of one or more country programs.
- Assist SGA team with research and documentation of aggregate lessons learned and best practices.
- Assist SGA team with knowledge management efforts.
- Assist SGA team developing and implementing the SGA Communication Strategy, which may include conducting research and writing of success stories, maintaining list serve of stakeholders, developing MCC SGA newsletter, coordinating updates on MCC website, etc.

- Assist SGA in developing and implementing capacity-building activities with and for our country counterparts.
- Other ad hoc duties may be assigned

D. Period and Place of Performance

The consultancy will be for a one year base period with four one year renewable options. The person is expected to work a minimum of 24 hours a week and up to 40 hours a week. It is anticipated that the usual week will be 30 hours. The consultant will be based in the MCC's Washington, D.C. offices.

E. Evaluation Criteria

1. Educational Requirements and Technical Capability

- A Bachelor's degree in, sociology, anthropology, international affairs, communications, or relevant field.
- Knowledge of and experience with database management and MS applications (Word, Excel,
 - Dbase, Power Point and MS Project), required. Familiarity with SharePoint software a plus.
- Social and/or gender assessment background a plus, but not required.
- Strong research and analytical skills.
- Experience compiling and writing reports.
- Strong communication skills.

F. How to Apply

Interested parties should submit by email to recruitment@mcc.gov the following package: 1) Resume, 2) a brief cover letter that addresses the evaluation criteria and provides three professional and/or academic references, 3) transcript, and 4) Salary history with proposed hourly rate. Please include "SGA Reporting Support" in the subject line of your email. **This announcement will have a first cut off on December 1, 2011 and a final closing on December 15, 2011.**